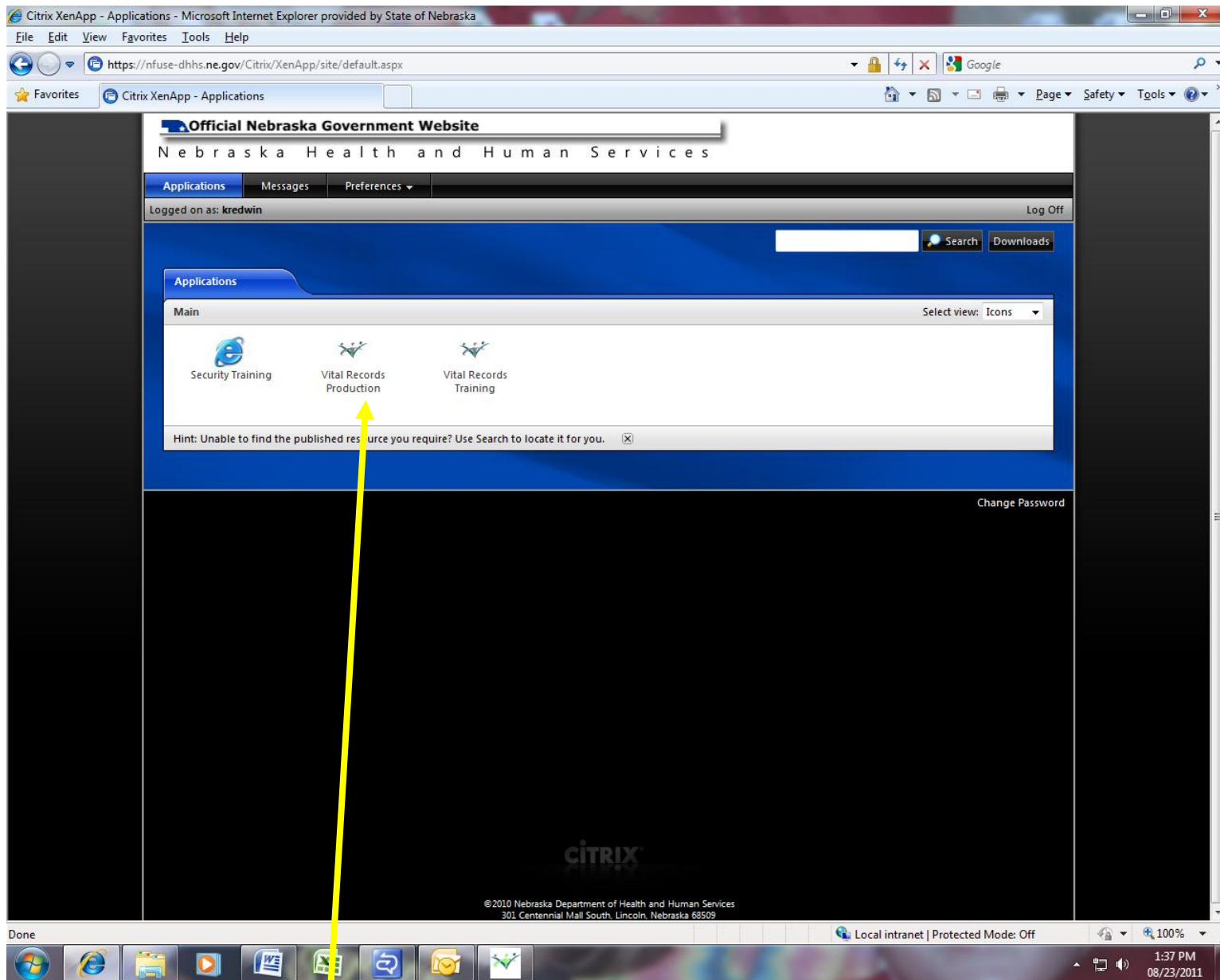
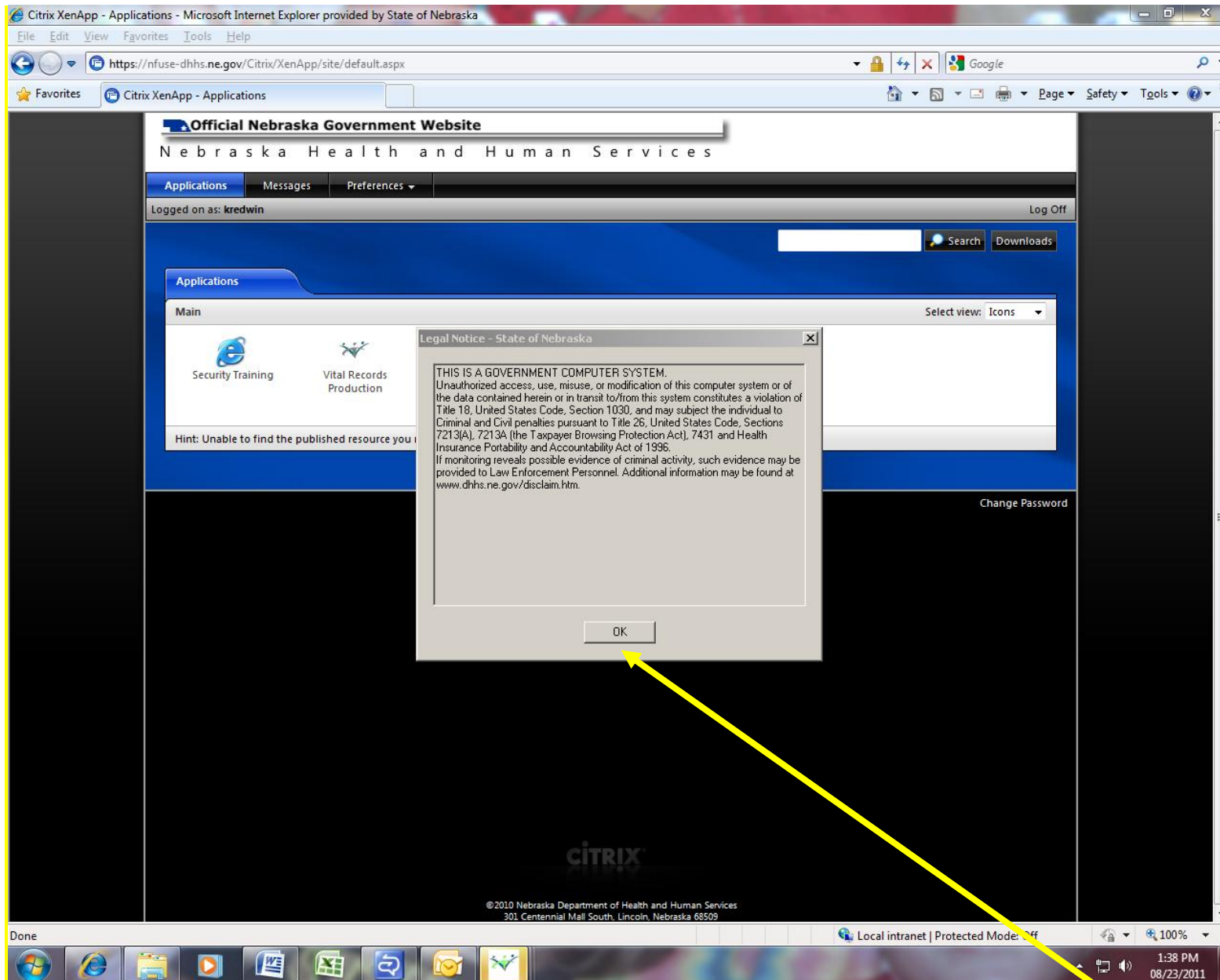


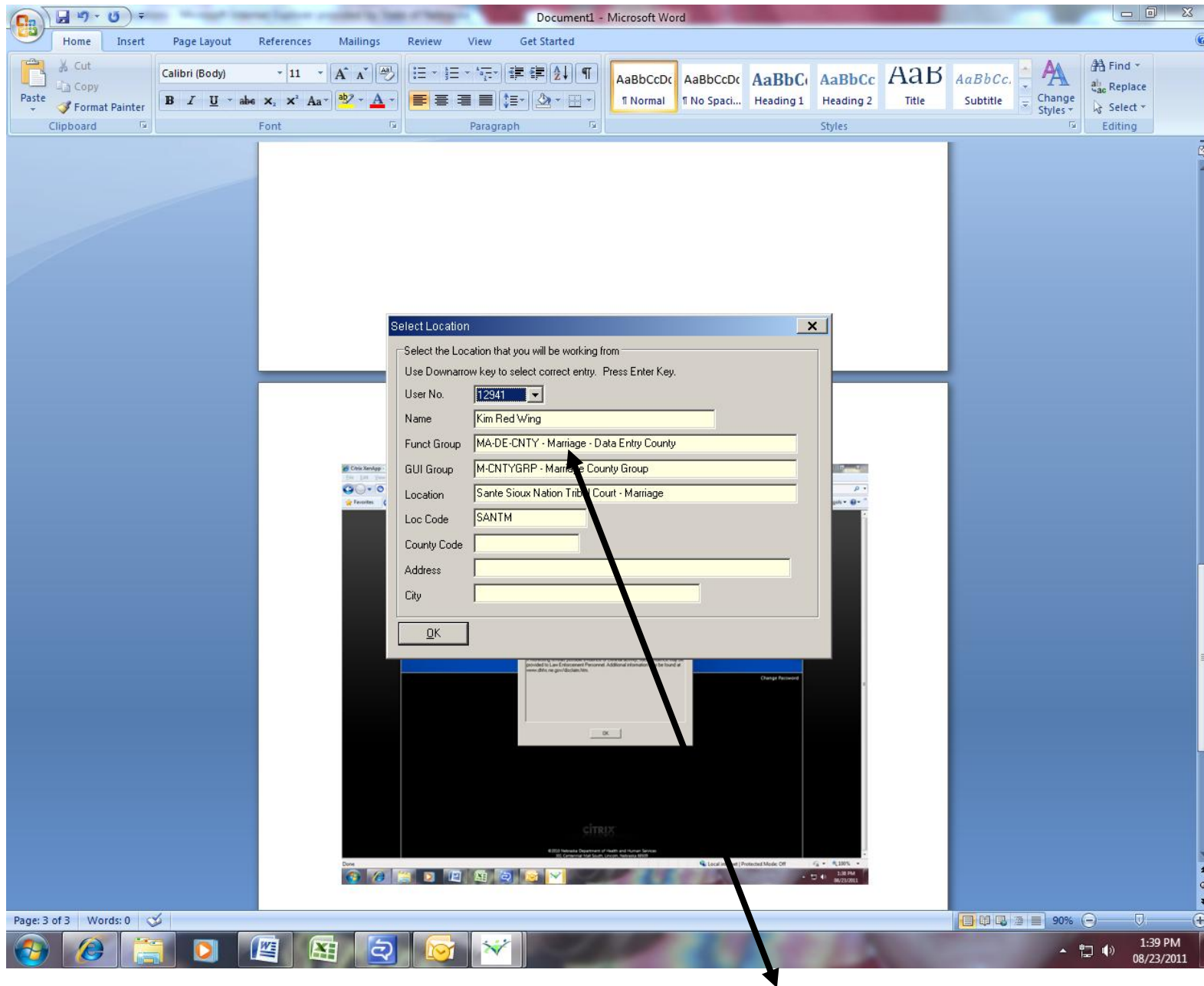
Entering and completing a marriage license on line is a simple process. Start by entering your user name (supplied by Vital Records), your password, and domain. The domain will always be bf200LNK (that is b, f, 2, zero, zero). Then enter.



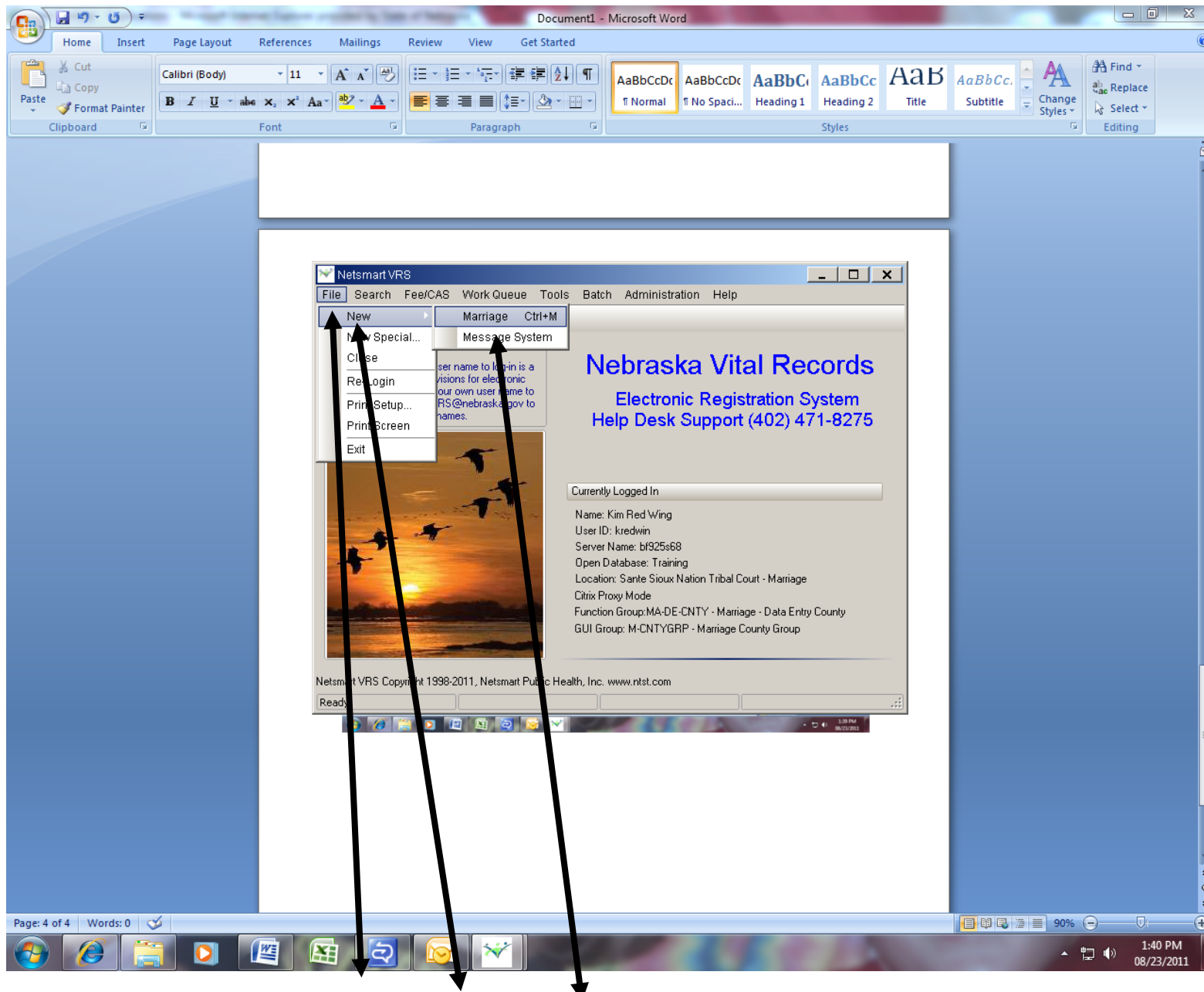
Now click on "Vital Records Production."



This screen tells you that you are entering a government system which means all records will be saved on the State's server. Select "OK."



If you have 2 locations, such as marriage and dissolution, make sure you are on the marriage screen.



Start the marriage license by selecting file, then new, then marriage.

MARRIAGE - 2011 - Netsmart VR

File Search Requests Actions Work Queue Linking Tools Administration Help

General Groom Info Bride Info Social Security Groom Conf Info Bride Conf Info Marriage Loc (NE) Complete Flags Amendment

System

State File Number NE State File Number Create Date Modify Date Local File Number Record Status Reg Type Code

Filing

Filing County License Number

Groom\Bride Names

Mickey George Mousse Minnie Lynn Jones Crabtree

1:48 PM 08/23/2011

Start entering information. Navigate through the system by using the TAB key.

MARRIAGE - 2011 - Netsmart VR

File Search Requests Actions Work Queue Linking Tools Administration Help

General Groom Info Bride Info Social Security Groom Conf Info Bride Conf Info Marriage Loc (NE) Complete Flags Amendment

Groom

Groom's First Name Middle Last Suffix Age

Mickey George Mouse 57

Residence Address Information

Country State

United States Nebraska

County City, Town or Location

Lancaster Lincoln

Residence (Street and Number) Zip Code

825 Anywhere Street 68501

Birthplace

Country State

United States Nebraska

City Date of Birth

Lincoln 9/13/1953

Father's Information

First Name Middle Name Last Name Suffix

George Mickey Mouse

Birthplace - Country Birthplace - State

United States Nebraska

Birthplace - City

Lincoln

Mother's Maiden Information

First Name Middle Last Name Suffix

Martha Elaine Mouse

Birthplace - Country Birthplace - State

United States Nebraska

Birthplace - City

Lincoln

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Continue by entering the groom's information. Remember to use the TAB key.

MARRIAGE - 2011 - Netsmart VR

File Search Requests Actions Work Queue Linking Tools Administration Help

General Groom Info Bride Info Social Security Groom Conf Info Bride Conf Info Marriage Loc (NE) Complete Flags Amendment

Bride

Bride's First Name Middle Name Last Name Suffix Maiden Name (if different) Age

Minnie Lynn Jones Crabtree 57

Residence Address Information

Country State

United States Nebraska

County City, Town or Location

Lancaster Lincoln

Residence (Street and Number) Zip Code

123 Somewhere Avenue 68502

Birthplace

Country State

United States Nebraska

City Date of Birth

Lincoln 1/6/1954

Father's Information

First Name Middle Name Last Name Suffix

William John Crabtree

Birthplace - Country Birthplace - State

United States Nebraska

Birthplace - City

Lincoln

Mother's Maiden Information

First Name Middle Name Last Name Suffix

Lynn Ann Rivers

Birthplace - Country Birthplace - State

United States Nebraska

Birthplace - City

Lincoln

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Now enter the bride's information.

MARRIAGE - 2011 - Netsmart VR

File Search Requests Actions Work Queue Linking Tools Administration Help

General Groom Info Bride Info Social Security Groom Conf Info Bride Conf Info Marriage Loc (NE) Complete Flags Amendment

Other

Groom SSN	Bride SSN
987-65-4321	876-54-3210

1:49 PM 08/23/2011

You must enter a social security number for the groom and bride. If they do not have a social security number (ex: not citizens), then enter 9s in the field.

999-99-9999

MARRIAGE - 2011 - Netsmart VR

File Search Requests Actions Work Queue Linking Tools Administration Help

General Groom Info Bride Info Social Security Groom Conf Info Bride Conf Info Marriage Loc (NE) Complete Flags Amendment

Groom(s) Origin
Hispanic / Latino Origin? (Yes, No, Unknown, Refused)
N

Race
☐ White / Caucasian
☐ Black / African American
☒ American Indian / Alaska Native
☐ Asian
☐ Native Hawaiian / Other Pacific Islander
☐ Unknown
☐ Refused

Windows taskbar: 1:49 PM 08/23/2011

Answer the question to the groom's origin. Is he of Hispanic decent? Then enter the race of the groom. For example, is he white, black, American Indian, etc?

MARRIAGE - 2011 - Netsmart VR

File Search Requests Actions Work Queue Linking Tools Administration Help

<No Alerts>

General Groom Info Bride Info Social Security Groom Conf Info Bride Conf Info Marriage Loc (NE) Complete Flags Amendment

Bride(s) Origin
Hispanic / Latino Origin? (Yes, No, Unknown, Refused)

Race

- ☐ White / Caucasian
- ☐ Black / African American
- ☒ American Indian / Alaska Native
- ☐ Asian
- ☐ Native Hawaiian / Other Pacific Islander
- ☐ Unknown
- ☐ Refused

9:05 AM
08/24/2011

Answer the question to the bride's origin. Is she of Hispanic decent? Then enter the race of the bride. For example, is she white, black, American Indian, etc?

MARRIAGE - 2011 - Netsmart VR

File Search Requests Actions Work Queue Linking Tools Administration Help

General Groom Info Bride Info Social Security Groom Conf Info Bride Conf Info Marriage Loc (NE) Complete Flags Amendment

License Complete
Title of Person Authorizing this Marriage
Records Clerk
License Complete? Complete Date Complete User ID Pre-Paid Amount
Y 8/23/2011 KIM RED WING 0

County Use Only
Comments
groom was divorced 8 months ago

County Complete
Record Complete? Complete Date Complete User ID
 / /

Windows taskbar: 1:51 PM 08/23/2011

Select the proper title for yourself.

MARRIAGE - 2011 - Netsmart VR

File Search Requests Actions Work Queue Linking Tools Administration Help

General Groom Info Bride Info Social Security Groom Conf Info Bride Conf Info Marriage Loc (NE) Complete Flags Amendment

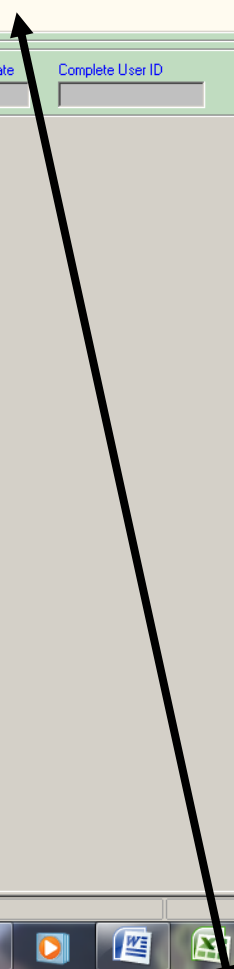
Save

License Complete
Title of Person Authorizing this Marriage
Records Clerk

License Complete?	Complete Date	Complete User ID	Pre-Paid Amount
<input checked="" type="checkbox"/>	8/23/2011	KIM RED WING	0

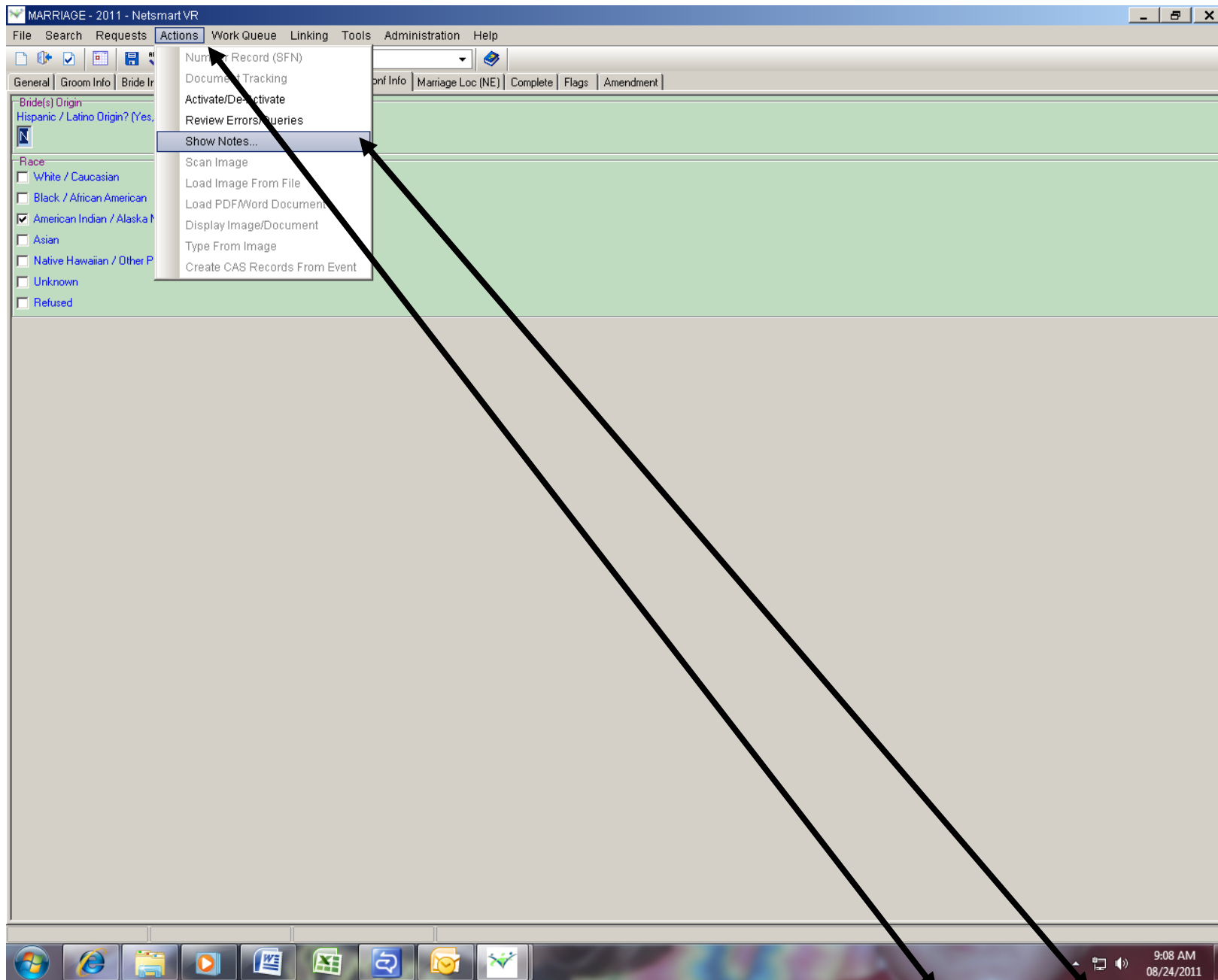
County Use Only
Comments
groom was divorced 8 months ago

County Complete	Record Complete?	Complete Date	Complete User ID
<input type="checkbox"/>	<input type="checkbox"/>	/ /	

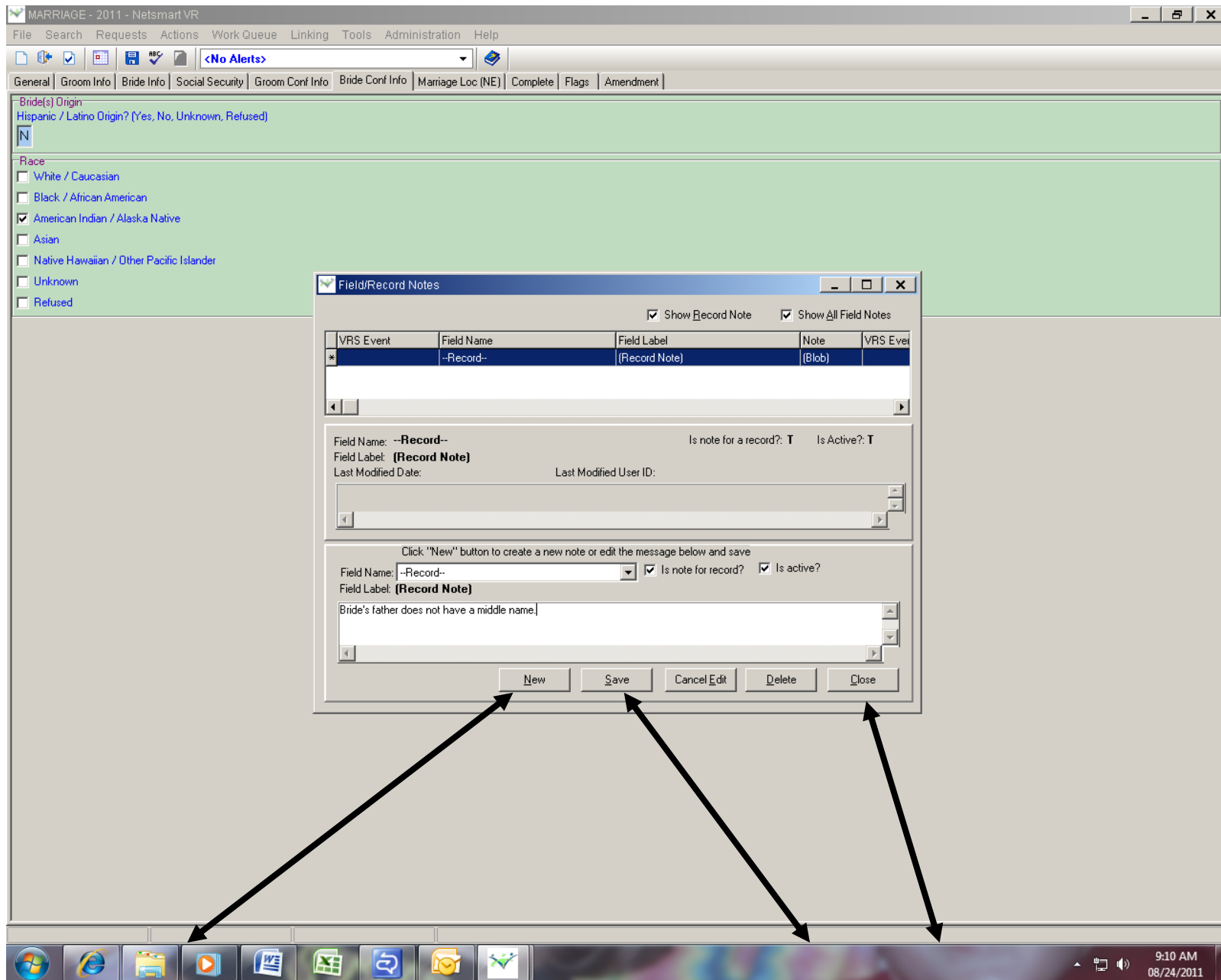


Windows taskbar: 1:51 PM 08/23/2011

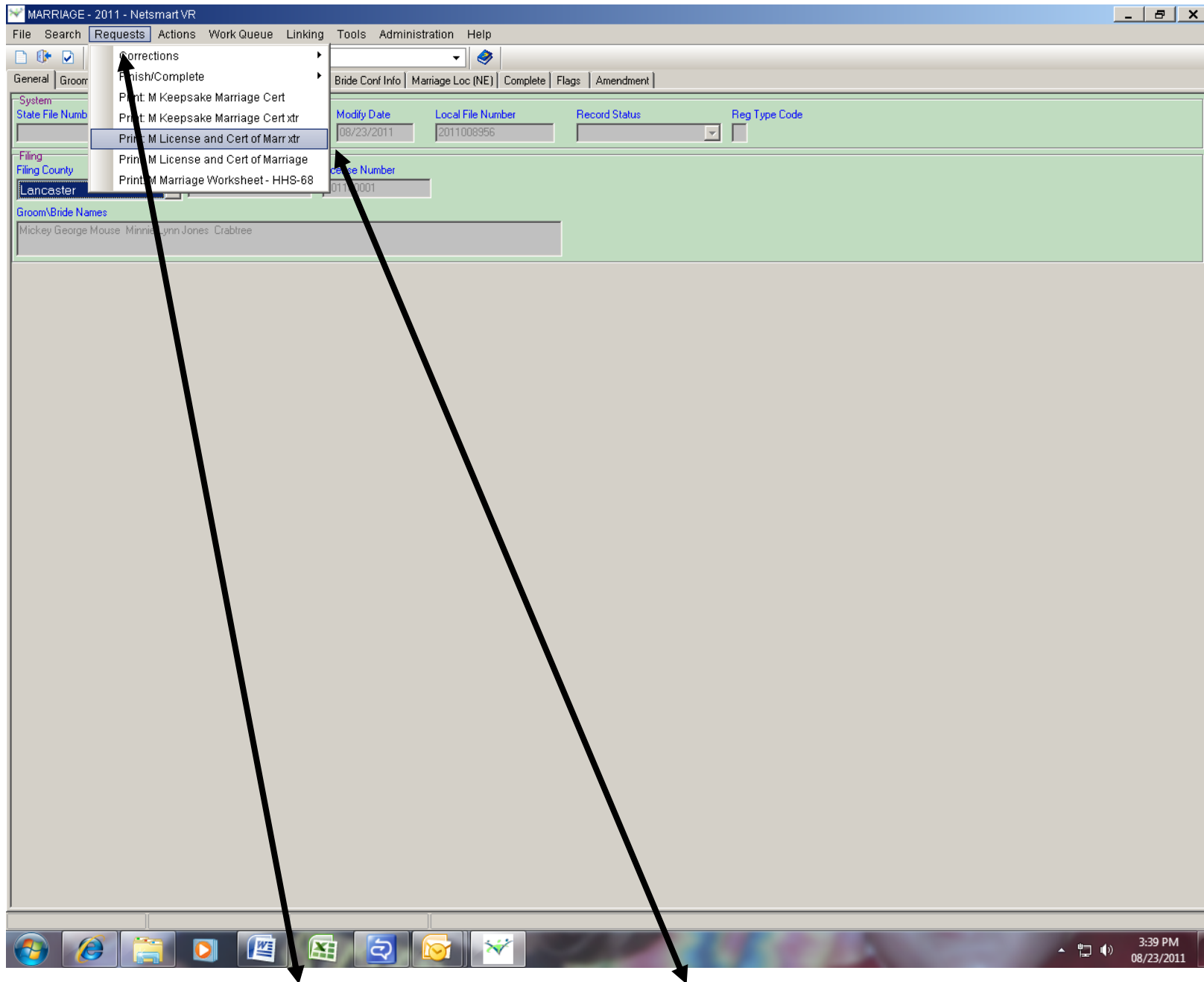
Enter information that may be helpful to you.



If you have information you need to tell us (ex: bride's father doesn't have a middle name) then select "Actions" and "Show Notes."



On this box select "New", then type your message in the box. When you are done select "Save" and "Close."



To print the license, go to the "Requests" tab then select "Print M: License and Cert of Marr.xtr."

Print Preview

152% 1 Close

State of Nebraska - Department of Health and Human Services - Vital Records Office
LICENSE AND CERTIFICATE OF MARRIAGE

1. COUNTY OF Lancaster		2. LICENSE NUMBER 11 00001	
3. GROOM - Name (First, Middle, Last, Suffix) Mickey George Mouse			4. AGE 57
5a. RESIDENCE - Street & Number 825 Anywhere Street		5b. City, State, Zip Code or Foreign Country Lincoln, Nebraska 68501	5c. County Lancaster
6. BIRTHPLACE (City and State or Foreign Country) Lincoln, Nebraska		7. DATE OF BIRTH (Mo., Day, Yr.) September 13, 1953	
8a. FATHER'S - NAME (First, Middle, Last, Suffix) George Mickey Mouse		8b. BIRTHPLACE (City and State or Foreign Country) Lincoln, Nebraska	
9a. MOTHER'S - FULL MAIDEN NAME (First, Middle, Last, Suffix) Martha Elaine Mouse		9b. BIRTHPLACE (City and State or Foreign Country) Lincoln, Nebraska	
10a. BRIDE'S - NAME (First, Middle, Last, Suffix) Minnie Lynn Jones		10b. MAIDEN NAME (If different) Crabtree	11. AGE 57
12a. RESIDENCE - Street & Number 123 Somewhere Avenue		12b. City, State, Zip Code or Foreign Country Lincoln, Nebraska 68502	12c. County Lancaster
13. BIRTHPLACE (City and State or Foreign Country) Lincoln, Nebraska		14. DATE OF BIRTH (Mo., Day, Yr.) January 06, 1954	
15a. FATHER'S - NAME (First, Middle, Last, Suffix) William John Crabtree		15b. BIRTHPLACE (City and State or Foreign Country) Lincoln, Nebraska	
16a. MOTHER'S - FULL MAIDEN NAME (First, Middle, Last, Suffix) Lynn Ann Rivers		16b. BIRTHPLACE (City and State or Foreign Country) Lincoln, Nebraska	
I HEREBY CERTIFY THAT THE INFORMATION PROVIDED IS CORRECT TO THE BEST OF OUR KNOWLEDGE AND BELIEF AND THAT WE ARE FREE TO MARRY UNDER THE LAWS OF THIS STATE AS OF THE DATE OF THIS LICENSE.			
17. GROOM'S SIGNATURE		18. BRIDE'S SIGNATURE	
19a. SUBSCRIBED TO AND SWORN TO BEFORE ME ON (Mo., Day, Yr.) August 23, 2011		20a. SUBSCRIBED TO AND SWORN TO BEFORE ME ON (Mo., Day, Yr.) August 23, 2011	
19b. SIGNATURE AND TITLE OF ISSUING OFFICER/NOTARY Records Clerk		20b. SIGNATURE AND TITLE OF ISSUING OFFICER/NOTARY Records Clerk	
THIS LICENSE AUTHORIZES THE MARRIAGE IN THIS STATE OF THE PARTIES NAMED ABOVE BY ANY PERSON DULY AUTHORIZED			

Page 1 of 1

3:43 PM 08/23/2011

Proof the license for errors and if ok select the printer icon to print. If the document is not ok, close out of this screen, go back to the data and correct the information. Then repeat the steps for printing.

Print Preview

152% 1 Close

State of Nebraska - Department of Health and Human Services - Vital Records Office

LICENSE AND CERTIFICATE OF MARRIAGE

1. COUNTY OF Lancaster		2. LICENSE NUMBER 11 00001	
3. GROOM - Name (First, Middle, Last, Suffix) Mickey George Mouse		4. AGE 57	
5a. RESIDENCE - Street & Number 825 Anywhere Street		5c. County Lancaster	
6. BIRTHPLACE (City and State or Foreign Country) Lincoln, Nebraska		7. DATE OF BIRTH (Mo., Day, Yr.) September 13, 1953	
8a. FATHER'S - NAME (First, Middle, Last) George Mickey Mouse		City and State or Foreign Country Nebraska	
9a. MOTHER'S - FULL MAIDEN NAME Martha Elaine Mouse		City and State or Foreign Country Nebraska	
10a. BRIDE - NAME (First, Middle, Last) Minnie Lynn Jones		11. AGE 57	
12a. RESIDENCE - Street & Number 123 Somewhere Avenue		12c. County Lancaster	
13. BIRTHPLACE (City and State or Foreign Country) Lincoln, Nebraska		14. DATE OF BIRTH (Mo., Day, Yr.) January 06, 1954	
15a. FATHER'S - NAME (First, Middle, Last) William John Crabtree		City and State or Foreign Country Nebraska	
16a. MOTHER'S - FULL MAIDEN NAME Lynn Ann Rivers		City and State or Foreign Country Nebraska	
I HEREBY CERTIFY THAT THE ABOVE NAMED PARTIES ARE FREE TO MARRY UNDER THE LAWS OF THIS STATE AS OF THE DATE OF THIS LICENSE.			
17. GROOM'S SIGNATURE Records Clerk		18. BRIDE'S SIGNATURE Records Clerk	
19a. SUBSCRIBED TO AND SWORN TO BEFORE ME ON (Mo., Day, Yr.) August 23, 2011		20a. SUBSCRIBED TO AND SWORN TO BEFORE ME ON (Mo., Day, Yr.) August 23, 2011	
19b. SIGNATURE AND TITLE OF ISSUING OFFICER/NOTARY Records Clerk		20b. SIGNATURE AND TITLE OF ISSUING OFFICER/NOTARY Records Clerk	
THIS LICENSE AUTHORIZES THE MARRIAGE IN THIS STATE OF THE PARTIES NAMED ABOVE BY ANY PERSON DULY AUTHORIZED			

Print

Printer:
Name: Client/BF200LUNK-KREDWIN#/Microsoft XPS Document
Type: Client/BF200LUNK-KREDWIN#/Microsoft XPS Document Writer
Where: [Properties]

Page Range:
☒ All
☐ Current Page
☐ Pages []

Copies:
Number of copies: 1
☐ Collate

Enter page numbers and/or page ranges separated by commas. For example, 1,3,5-12.

Print: All pages in range

☐ Print to File
Type: Text File
Where: M:\DOCUME~1\kredwin\LOCALS~1\Temp\1\kredwin\kredwinhhs-70_xtrdate

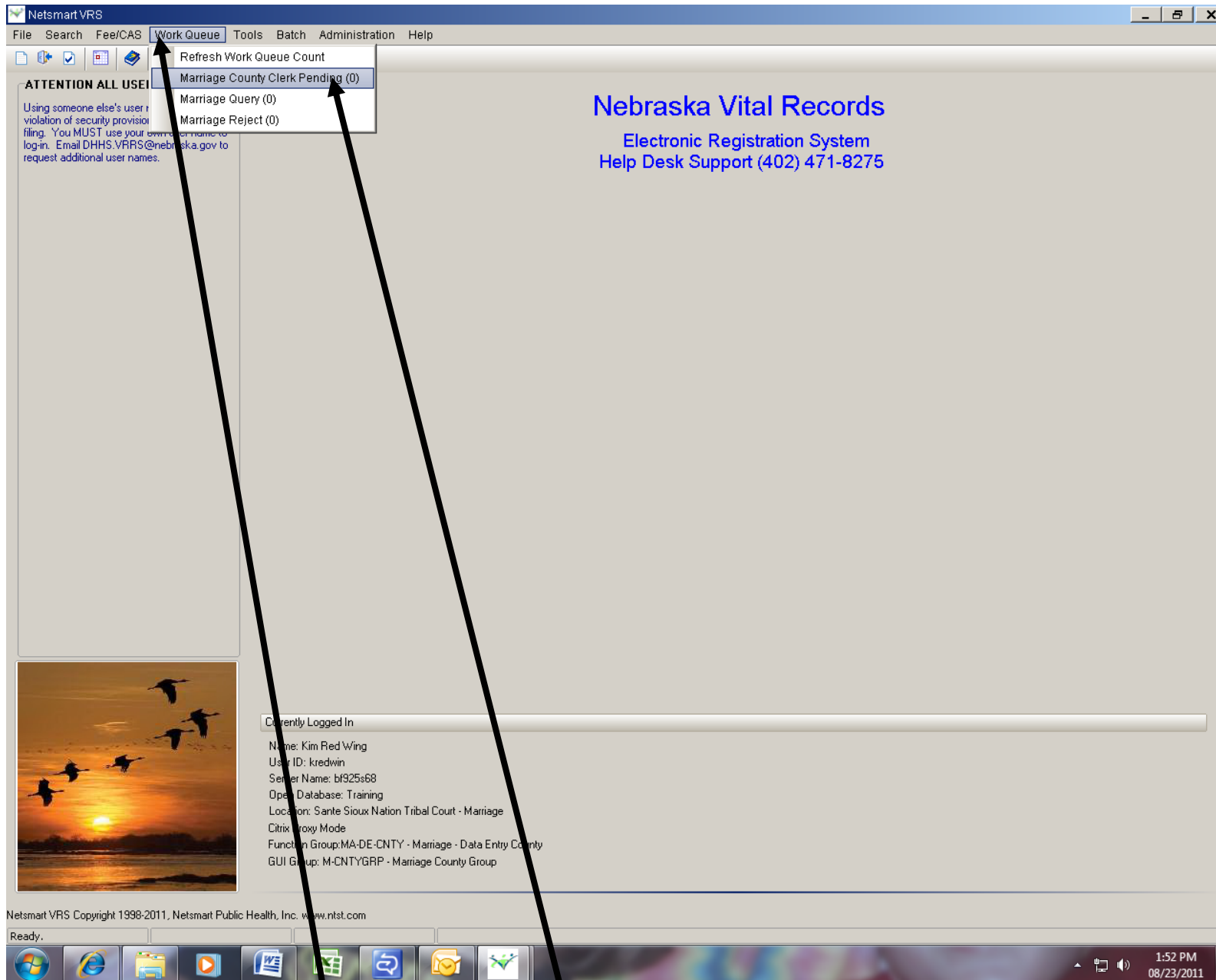
OK Cancel

Page 1 of 1

3:46 PM 08/23/2011

Simply click "OK" on this screen to print. Make sure the paper is inserted so the blue line prints on the face of the document and on the left hand side.

COMPLETING THE MARRIAGE INFORMATION



Sign into the system, select "Work Queue" then "Marriage County Clerk Pending."

Netsmart VRS - Search - MARRIAGE

File Search Requests Work Queue Tools Batch Administration Help

SEARCH CRITERIA RESULTS (click column title to sort)

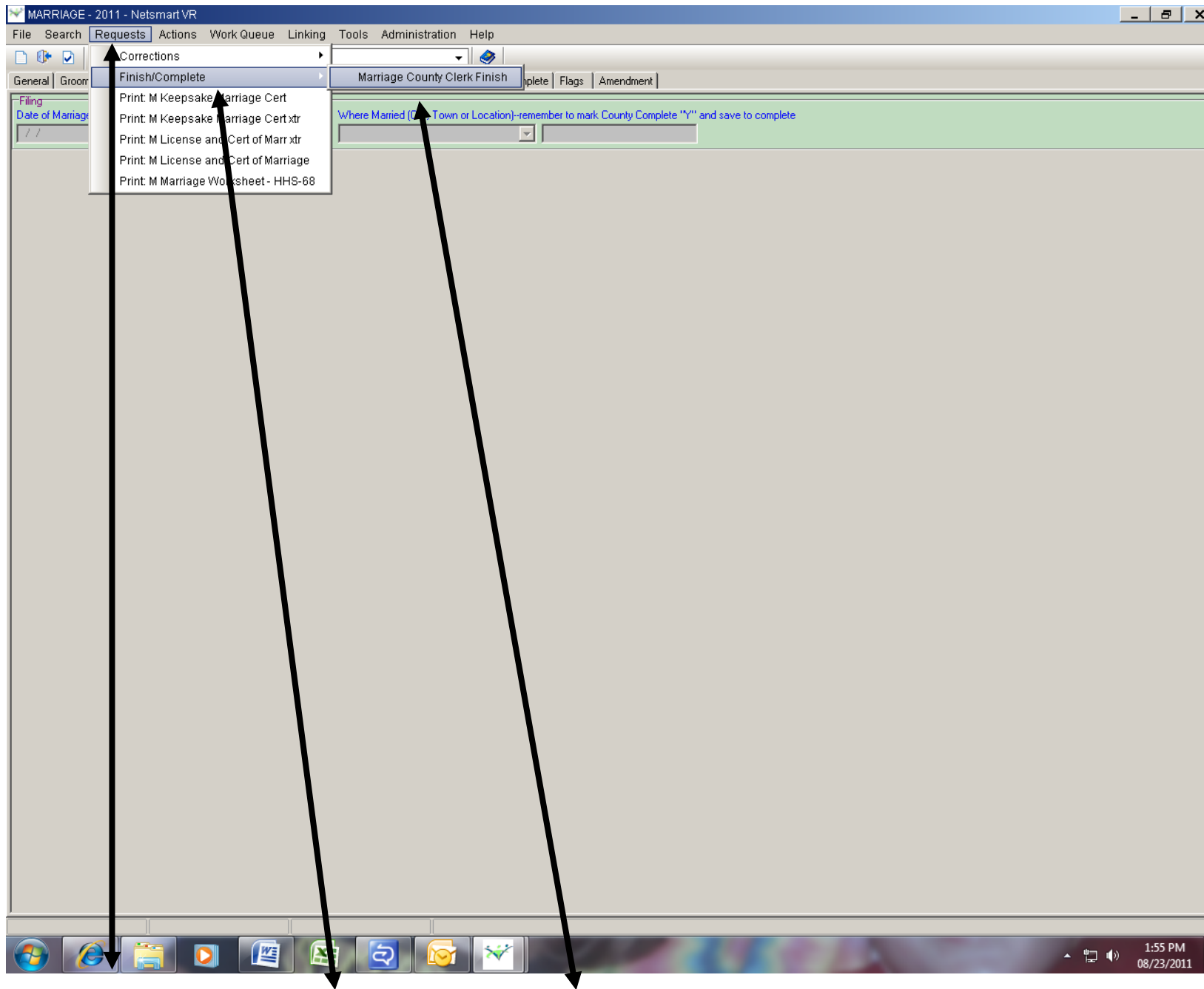
State File Number	Year	NE State File #	Date of Marriage	License Number	Bar Code Number	Active?	CRN	Groom's First Name	Middle Name	Last Name	Suffix	Groom Soundex	Date of Birth	Bride's First Name	Middle Name	Last Name
	2011			201100001	2011008956	T		Mickey	George	Mouse		M200	9/13/1953	Minnie	Lynn	Jones

Search Display Reset/Clear

Records Found: 1

1:52 PM 08/23/2011

Select the record you want to work with by highlighting the row then clicking on display



On the "Request Tab" select "Finish/Complete" then "Marriage County Clerk Finish."

MARRIAGE - 2011 - Netsmart VR Marriage County Clerk Finish

File Search Requests Actions Work Queue Linking Tools Administration Help

<No Alerts>

General Groom Info Bride Info Social Security Groom Conf Info Bride Conf Info Marriage Loc (NE) Complete Flags

Filing

Date of Marriage County Where Married (City, Town or Location)-remember to mark County Complete "Y" and save to complete

8/23/2011 Lancaster Lincoln

1:56 PM
08/23/2011

Enter the marriage information. Remember to TAB through the fields.

MARRIAGE - 2011 - Netsmart VR Marriage County Clerk Finish

File Search Requests Actions Work Queue Linking Tools Administration Help

<No Alerts>

General Groom Info **Br Save** Social Security Groom Conf Info Bride Conf Info Marriage Loc (NE) Complete Flags

State Complete
Record Complete? ☐ Record Complete Date Re-Key Verified? ☐ Verified Date Verifier User ID

License Complete
Title of Person Authorizing this Marriage
Records Clerk

License Complete? ☒ Complete Date 8/23/2011 Complete User ID KIM RED WING Pre-Paid Amount 0

County Complete
Record Complete? ☒ Complete Date 8/23/2011 Complete User ID KIM RED WING System Use Only

Windows taskbar: 1:57 PM 08/23/2011

Mark the record complete. Save the record. Make a copy of the marriage license for your records and send the original in a large envelope to **Vital Records Office, PO Box 95065, Lincoln, NE 68509**. Do not fold the record as the crease may dislodge the ink.

Any questions???

Please contact:

Barb Trusty.....402-471-2872

or email Barb.trusty@nebraska.gov

Help Desk.....402-471-8275

Jackie Fairbanks...402-471-0919

or email Jackie.fairbanks@nebraska.gov

For Supplies call: 402-471-0914

or email Peggy.jordan@nebraska.gov